

**APPLICATION: WEDDING CEREMONY or PICTURE TAKING
IN ELIZABETH PARK**

APPLICATIONS ARE ACCEPTED 60 DAYS PRIOR TO THE WEDDING DATE

Date of Application: _____

Name of Applicant: _____

Address: _____

Telephone Number: _____ Cell/pager _____

Email Address: _____

Wedding Date: _____ ☐ **Wedding** ☐ **Picture Taking Only**

Time of Event*: From: _____ To: _____

*Include set-up time – please note there is a 1 hour time limit.

Location Where Ceremony will take Place:

☐ Rose Garden Gazebo ☐ Rock Garden

☐ Perennial Garden Gazebo ☐ Annual Garden

☐ Other _____

Number of People Attending**: _____

**Limit is 75 persons

The Director of Public Works reserves the right to approve, deny or revoke any application and/or permit at any time.

For questions about this application, please contact:

Park Services at the Department of Public Works

40 Jennings Road, Hartford, CT 06120

Phone: (860) 543-8767

Fax: (860) 722-6189

Because our Parks are open spaces for public use, permission for weddings does not provide for exclusive use of any site/facility.

POLICY & GUIDELINES

1. Music: Music is permitted. However, no electrical hook-ups or generators are allowed.
2. Seating: Up to 25 chairs may be set up in the Gazebo (the Perennial Garden only)
The Rose Garden Gazebo has limited seating for 10-12 people.
3. Insurance***: Liability insurance with a \$300,000 limit is required. A copy of your (or your parents) homeowner's policy will suffice. **Please note that the name on the homeowner's policy must match the name on this application.** Otherwise, a certificate of insured is required. The certificate of insurance must have limits of \$1,000,000 and name the City of Hartford as an additional insured. This must be submitted with this application.
4. Hold Harmless Agreement***: Must be submitted with this application.
5. Time Limit: One-hour time limit.
6. Wedding Party Size: Limited to 75 people.
7. Refreshments: Food, alcohol, refreshments or catering is not allowed. The Pond House Restaurant at Elizabeth Park may be available for wedding receptions.
Please call (860) 231-8823 for more information.
8. Decorations: No decorations are permitted.
9. Parking: Parking is allowed in designated areas only.
10. Non-refundable Application Fee***:

Wedding	Picture Taking
\$50 Hartford/West Hartford Resident (Proof of residency required)	\$25 Hartford/West Hartford Resident (Proof of residency required)
\$100 All others	\$50 All others

***Must accompany application

I have received a copy of the guidelines regarding wedding ceremonies in Elizabeth Park and will abide by them. I also assume full responsibility for any damages to the site/area, which may occur, during my event/function.

Signature of applicant

Date

For Department Use Only:

Date Received: _____ Accepted by: _____

Application Fee: _____ Insurance: _____ Hold Harmless Agreement: _____

Action Taken: ☐ Approved ☐ Denied Comments: _____

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement must be completed and signed by the applicant seeking to utilize Elizabeth Park, (the "Premises") for a wedding ceremony.

PLEASE PRINT:

Applicant, _____, hereby agrees that it shall, at all times, defend, and indemnify, protect and save harmless the City of Hartford and its officers, agents, and employees from and against any and all liabilities, actions, claims, damages, losses, judgments, cost and expenses (including but not limited to attorneys' fees) arising out of injuries to any person, party or entity, that may arise as a result of any occurrence, negligence or otherwise during the Applicant's use of the Premises.

Applicant's Signature _____

Date_____

This Agreement must be received at least ten (10) days prior to the date the use of the Premises.